



27 APR 1968

Handwritten notes: "List 1-24", "Page 3", "68-1775/1", "27 APR 1968".

MEMORANDUM FOR: Executive Director-Comptroller

THROUGH

: Deputy Director for Support 27 APR 1968

SUBJECT

: Fourth Annual Federal Paperwork Management Awards Presented by the Association of Records Executives and Administrators

REFERENCE

: Undated letter to the Honorable Richard Helms from Alan G. Negus, President, Association of Records Executives and Administrators

1. This memorandum transmits for your signature an interim reply to referent letter which invites the Director to nominate a candidate for the fourth annual Federal Paperwork Management Awards.

2. The Agency had no candidate for the 1967 award. Memoranda were sent to you and the Deputy Directors in June 1967 requesting nominations for the Agency's Public Service Awards Program.

STATINTL [redacted] is the approved Deputy Director for Support nomination for the 1968 awards. The nomination document for [redacted] STATINTL will be forwarded to the Director prior to the submission deadline of 1 July 1968.

3. It is recommended that you sign the attached letter advising Mr. Negus that the Agency will have a candidate this year.

STATINTL

[redacted signature box]

Robert S. Wattles  
Director of Personnel

att.

ER 68-1775/a  
DD/S 68-2074

30 APR 1968

Mr. Alan C. Negus, President  
Association of Records Executives and Administrators  
P. O. Box 4259, Grand Central Station  
New York, New York 10017

Dear Mr. Negus:

Mr. Helms asked me to acknowledge your invitation to submit a candidate for the fourth annual Federal Paperwork Management Awards. We intend to forward a nomination in the near future.

We value the Awards program as a rare opportunity to extend public recognition to those who demonstrate initiative and accomplishment in the critical field of records management.

Sincerely,

/s/ L. K. White

L. K. White  
Executive Director

STATINTL  
STATINTL

OC/BSD, [redacted] (22 Apr 68)  
Rewritten: [redacted] ExDir/ [redacted] lp (29 Apr 68)  
Distribution:

Original & 1 - Addressee

1 - ER

1 - ExDir

1 - BSD/ [redacted]

2 - DD/S

2 - D/Pers

(Letter as originally prepared concurred in by D/Pers on 23 April and by Mr. Coffey ~~by~~ for DD/S on 25 April)

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